



AGENDA
AIRPORT ADVISORY BOARD MEETING

July 12, 2012 – 3:00 p.m.

At: SWRA FBO 2215 Parrott Way Kelso WA. 98628

1. Call to order
2. Approval of Minutes of 06/14/2012.
3. Public comment.
4. Acknowledgment of Vouchers.
5. Airport Managers Report.
 - a. Written Report
6. Presentation of the Emergency Response Plan.
7. Status on 2012 airport maintenance and operations projects.
8. Adjournment – Next meeting 08/09/2012 at City Hall 203 S. Pacific 98626. Kelso WA. 98626.

AGENDA
AIRPORT OPERATIONS BOARD MEETING

July 12, 2012 - 3:15 P.M.

AT: SWRA FBO 2215 Parrott Way, Kelso WA. 98626

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Minutes
5. Proposed regulations on ordinance (to be adopted by board and each entity)
6. Public comment
7. Adjournment – Next meeting 08/09/2012 at City Hall 203 S. Pacific 98626. Kelso WA. 98626.



Airport Operations Board Meeting
Thursday June 14, 2012
Southwest Washington Regional Airport
203 S. Pacific Kelso WA 98626

Those present were as follows:

Airport Board:

David Futcher, City of Kelso
Dennis Weber, City of Longview
Darold Dietz, Port of Longview
Norm Kreibel, Member at Large

Staff:

David Sypher, Public Works Director
Becky Hill, Department Assistant
Don Bell, Assistant Airport Director

1. **Call to Order:** Meeting was called to order at 3:14 pm by Vice Chairman Dennis Weber
2. **Pledge of Allegiance-**led by Vice Chairman Weber
3. **Roll Call-** Members of Operating Board are present – Chairman Raiter absent
4. **Minutes-**Minutes from meeting May 10, 2012 –Motion to accept by Board Member Futcher, Second by Board Member Dietz-Motion Passed to accept minutes.
5. **Staffing needs review from the Workshop Discussion-**Public Works Director, David Sypher gave a quick synopsis of the meeting for those members that were not able to attend. (see attached workshop minutes)

Staffing

Support Staff

- Legal-can contract with same attorney as cities with no conflict of interest
- What about using existing staff for consideration of contribution. (In lieu of or part of)
- Financial Services-paid for services as a contract to the city
- **Administrative Support-**
- Mr. Parish has done his own: Agenda, Minutes, FAA Reports, Project Manager, grants, security, custodial and life safety
- FBO/Airport Manager-Do not mix- but NOTAM's and weekend hazing for small airport ok
- FTE-2 minimum-30 to 60 hours/week - Manager-Grants, projects, FAA

Personnel Adoption-Insurance, retirement, policies

Enforcement Services-To remain with Kelso as it is in Kelso's jurisdiction. They would be primary response for law enforcement and judicial matters-Codify into Kelso Code.

Classify job description

6. Collection of Ordinance Comments for July 12, 2012 meeting-done

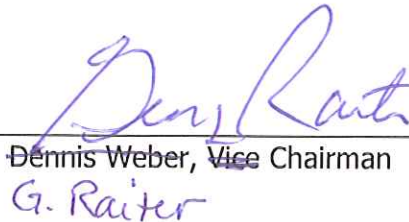
7. Public Comment: Denny Wise-FBO gave comments about workshop. Felt guest speaker was very valuable with the information that was presented, liked that Mr. Parish felt that airport main concern is safety. Also was interested in the way that the Interlocal agreement has a way of bringing the community together.

Jerry Sorrell ask how Dan was coming along with the 13 work items in Maintenance Plan? David Sypher asked them to just give Dan a phone call or an email. David hopes that all the board would be comfortable enough with just giving him a call with these questions. Jerry stated he would be happy to send him an email to check.

Meeting adjourned at 3:35 pm



Becky Hill, Recording Secretary


Dennis Weber, Vice Chairman
G. Raiter